

## **DEPUTY CHIEF OF POLICE**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the second highest rank of the police department, the primary duty and responsibility of which includes assisting the Police Chief in the management and administration of the overall function and operations of the police department. The Deputy Chief of Police assists the Police Chief in the planning and development of departmental operations; participates in the personnel management function; performs public relations duties; and oversees the maintenance of departmental records and reports. As one of the chief officers of the department, employees of this class perform assigned duties with a high degree of independence, reporting directly to the Police Chief, who reviews the work of this class. This class ranks directly below that of Police Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of patrol, dispatch, administrative and detective divisions and performs the duties of the Police Chief in his absence. Sets goals, policies, and objectives for the department. Evaluates the effectiveness of the divisions and takes action to improve problem areas. Keeps informed on local trends that may affect the department. Reads correspondence sent to the police station and files records and reports as required. Studies new laws, regulations and related information concerning police department operations, and determines if changes in department policies are necessary. Participates in a personnel recruitment and selection program, including reviewing applications and interviewing prospective employees. Assists the Police Chief with employee separation and vacations. Takes action to promote harmony within the department, ensures that discipline is maintained and counsels employees whose work product has suffered. Investigates complaints against department personnel, recommending appropriate action.

Sets task priorities for subordinates in order to best accomplish the goals of the organization. Designates long term goals for subordinates, assigning work and establishing a time table for completion. Manages the work schedule for department employees. Evaluates subordinates' work, reviewing their reports and discussing performance with both the employee and their supervisor. Resolves employee complaints and grievances. Gives constructive feedback on work performance, writes employee evaluation reports, and helps employees develop career goals. Motivates employees and provides subordinates with the necessary resources to get their

jobs done. Maintains discipline of the department by conducting corrective interviews and recommending disciplinary action.

Supervises the preparation and maintenance of department records. Monitors incoming communications and routes work to appropriate staff. Researches the best method of handling specific police department tasks and assigns tasks to qualified personnel. Compiles, analyzes, and writes reports and letters. Assists the Police Chief with managing the accounting for the assets of the department. Assists in the preparation of the departmental operation budget and expenditure estimates. Supervises the expenditure of funds, including those used in the field by investigative staff. Ensures that purchase requisitions and financial records are paid in accordance with departmental policy. Researches and writes requests for grants or other funds to aid in the operation of the police service. Manages grant-funded projects to ensure their proper disbursement and use.

Oversees the general care and maintenance of departmental equipment, including arranging for repairs. Inspects equipment or property after repairs have been completed to see that repairs were properly accomplished. Checks all police department equipment to assure that they are in correct operating condition, and writes specifications for new police department equipment.

Reviews cases handled by investigative personnel to assist officers and to see that all laws and procedures are followed. Studies crime statistics in order to identify areas in need of special law enforcement efforts. Confers with court officers regarding cases and assists in formulating appropriate charges, testifying where needed. Performs crowd control duties at a crime or emergency scene, or at any assigned event involving large amounts of civilians. Directs operations during natural disasters or other catastrophic events. Practices techniques in self-defense, using learned techniques in situations that require intervention.

Promotes a positive public image of the work of the department, serving as official departmental representative at government or civil meetings. Conducts demonstrations at schools or other groups to inform the public about police department work. Assists the Police Chief in acting as department representative to the news media. Coordinates the work of the department with related federal, state, and local agencies. Supervises the coordination of special public service projects including community relations programs to enhance the public image of the police department. Works with other public service agencies on matters that concern both the agency and the police department.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the

examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Shall have not less than eight (8) years of full-time law enforcement experience and must be a regular and permanent employee in the class of Police Sergeant, or higher, in the Covington Police Department.